

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

**SPECIAL MAGISTRATE/
ADR COORDINATOR**

DEFINITION OF CLASS

The Special Magistrate reviews motions, pleadings and other correspondence related to litigation matters and makes recommendations to the Duty Judge for ruling. This position is responsible for maintaining the integrity of the Differentiated Case Management (DCM) and Alternative Dispute Resolution (ADR) programs by working with the Administrative Judge and court personnel.

The Special Magistrate acts as the liaison between the Judges, attorneys, parties, alternative dispute resolution service providers, other court personnel and public. As a representative of the Circuit Court, it is imperative that a high degree of judgment, tact, and diplomacy be exercised and a professional demeanor maintained at all times.

The Special Magistrate is expected to have a thorough knowledge of Court organization, office practices, and make independent decisions in dealing with the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The Special Magistrate serves at the pleasure of the appointing bench and is under the direct oversight of the Administrative Judge.

EXAMPLES OF DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Review and make recommendations as to the following:

- Petitions for Name Change, Compliance with Rule 15-901, Notice, Posting/Publication, Exceptions and Final Orders.
- Motions for Alternative Service of Process for Compliance with Rule 2-121 & 2-122 and all other service related rules.

- Foreclosure files as to Motions for Substitution of Trustees, Substitution of Purchasers, Reduction of Bonds, exceptions to procedures taken and opposition and determination whether hearing is required.
- All petitions and all reports from Court Auditor including Final Reports for Ratification and oppositions to determine whether a hearing is required.
- Petitions to Foreclose Rights of Redemption (Tax Sales) per Rule 14-501.
- All Petitions for Judicial Sales, Sheriff's Sales and Ratification of the Sales.
- All Show Cause Orders with the exception of Family cases (pendente lite, contempt, guardianships).
- Miscellaneous petitions, including waiver of court costs, perpetuating testimony, issuance of subpoenas, discovery requests in actions in Foreign Courts.
- Rule 14, Applications for Admission of Out-of-State Attorneys (rules governing admission to the Bar of Maryland).
- Motions to disqualify or strike opposing counsel (Civil only).
- All discovery motions, including when a hearing is requested, to determine if resolution can be made without a hearing (Rule 2-311(f)).
- Petitions for Mechanics Liens regarding compliance with Rule 12-301, et. seq. and show cause orders.
- Dispositive motions, i.e., summary judgment, strike, dismiss, and/or certain default judgments when hearings are not requested.
- Petitions for Writ of Habeas Corpus for party to appear for court dates.
- Entry of judgment in Family cases.
- Petitions for psychological/mental evaluations (Civil only).
- Requests for telephonic depositions.

- Domestic Violence Show Cause Orders for Contempt of Protective Orders.
- Pro se petitions to determine necessity to refer to Duty Judge.
- Motions to Quash Writ of Executions.
- Assist Clerk of Court, Administration, Judges and attorneys as to applicability of Maryland Rules.
- Miscellaneous motions and matters referred by the Court and/or Civil Referral Department not mentioned specifically in this job description.
- Assist the Administrative Judge with the review of pretrial statements for Track 3 pre-trial conferences.
- Attend and participate in meetings to discuss various court-related issues including, but not limited to, differentiated case management/quality control, and procedural changes.

For civil and family cases involving property issues, assist the Administrative Judge, attorneys, and *pro se* parties in Alternative Dispute Resolution (ADR). Specifically:

- Formulate ADR orders for cases referred to ADR.
- Maintain contact with all alternative dispute resolution facilitators to assure compliance with ADR orders.
- Notify the Assignment Office and Family Division Magistrates' Office regarding the status of cases referred to ADR.
- Maintain statistics regarding cases referred to ADR.
- Respond to any questions and/or concerns regarding ADR raised by judges, court personnel, attorneys, and parties.
- Perform legal research at the request of Administration and/or the judges.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Judicial Officers and/or Court Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work the full-time standard Court work schedule of 8:00 a.m. to 5:00 p.m. (Monday through Friday) with flexibility to accommodate any necessary early or late meetings.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.
- Ability to communicate effectively, orally and written, and exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel and the public.
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times.
- Ability to make decisions based on experience, good judgment, and established policies and procedures.
- Ability to pay attention to detail in composing, typing and proofing materials; set priorities and simultaneously process multiple duties and responsibilities.
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures.
- Excellent telephone manner and experience dealing with the public.
- Proficiency in Spanish (written and oral) is preferred but not required.
- Ability to lift and transport stacks of court files to perform the essential functions of this position.
- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public.

MINIMUM QUALIFICATIONS

- Juris Doctorate and admitted to practice law in the State of Maryland for a minimum of five years.
- Five years of progressively responsible or professional experience in organizational management/development and human resources management in the areas of staffing, recruitment, and employee training and development, for a mid-size organization.

- Ability to apply statutory requirements and possession of a working knowledge of the Maryland Rules of Procedure is mandatory, as well as substantial knowledge of civil, criminal, family and juvenile law.
- Extensive experience and an in depth understanding of the operations of a court system of general jurisdiction are essential.
- Excellent organizational skills and customer service are of the highest priority as well as competence and temperament to communicate with the legal community, in-house court personnel and the general public in a fast paced environment.
- Excellent oral communication skills, an even temperament and culturally competent interpersonal skills are high priority considerations for this position.
- Superior writing skills and command of English is essential.
- Advanced knowledge of Microsoft Office Suites.
- An equivalent combination of education and experience may be substituted.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

How to apply for employment opportunities in the Administrative Office of the Circuit Court:

1. Please open the [Online Employment Application PDF](#). Mac users **MUST** use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us. The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.

5. Please send an email with following attachments to adminhr@mcccourt.com: completed application, cover letter, resume, and a writing sample.